



DEPARTMENT OF CHILD SUPPORT SERVICES

COUNTY OF MARIN

KEITH C. PEPPER – DIRECTOR

June 23, 2009

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Reallocating Position #25540001 from a Deputy Child Support Attorney IV to an Administrative Services Officer (ASO) effective 6/28/2009.

RECOMMENDATION: 1. Eliminate one Deputy Child Support Attorney IV position - #25540001
2. Create one Administrative Services Officer (0309) position

Dear Board Members:

The Department of Child Support Services converted to a new statewide child support system on October 7, 2008. This change increased the need for a financial staff person knowledgeable in the child support program and the new system. In 2007, we created the Enhanced Court Collections division of this department with an agreement between the County and the Superior Court. This division also has specific reporting requirements and fiscal responsibilities that differ from Child Support Services. The Administrative Services Officer will oversee the fiscal requirements for the two divisions of this department (Child Support Services and Enhanced Court Collections). This position will supervise one Administrative Services Associate, one Senior Accounting Assistant and two Accounting Assistants.

Since our Deputy Child Support Attorney IV has left the County to become a Child Support Director in another county, this gives us the opportunity to create this new role as part of our restructuring the department.

FISCAL IMPACT: The projected budget savings for 2009-2010 at Step 5 between the two positions is \$95,060. There is no net county cost for this request.

REVIEWED BY:	()	Auditor Controller	(X)	N/A
	()	County Counsel	(X)	N/A
	(X)	Human Resources	()	N/A

Respectfully submitted,

Keith C. Pepper
Director, Department of Child Support Services

cc: Mike Aycock, Personnel Analyst, Human Resources
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